

**KENTUCKY BOARD OF SOCIAL WORK  
MINUTES OF THE BOARD OF DIRECTORS' MEETING  
February 3, 2015**

APPROVED: 4/7/2015

A regular meeting of the Kentucky Board of Social Work was held on Tuesday, February 3, 2015 at the board office located at 44 Fountain Place, Frankfort KY 40601.

**MEMBERS PRESENT**

Bill Adcock, LCSW  
Dr. Jay Miller, CSW  
Janice James, LCSW  
Sally Rhoads, LCSW  
Sharon Sanders, LCSW  
Jay Davidson, LCSW

**STAFF PRESENT**

Florence Huffman, Ex. Dir.  
Nina Anglin, Adm. Coordinator

**OTHERS PRESENT**

Brian Judy, Asst. Atty. Gen, Board Counsel  
Peggy Nethery

**MEMBERS ABSENT**

Hilma Prather, Member at Large

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**CALL TO ORDER**

Mr. Bill Adcock, Board Chair, called to order the regular meeting of the board at 11:05 a.m.

**APPROVAL OF MINUTES**

A motion was made by Ms. James to approve the minutes of January 6, 2015. Seconded by Mr. Davidson, motion carried.

**EXECUTIVE DIRECTOR REPORT**

Ms. Huffman spoke with the board regarding the following issues:

1. Operations- Ms. Huffman thanked the board for their work on reviewing applications, supervision contracts, etc. Routines are being established for staff and analysis of current processes to become more effective and efficient.  
Ms. Huffman spoke with the board regarding tracking mail, phone calls, by completing daily logs. Stated the phone is huge demand on time for staff.
2. Speaking Invitations- March 3 at U of L, March 5, UK, etc. Met with NASW for their quarterly meeting on Sat. Jan. 31. Ms. James stated she felt Ms. Huffman should delay attending out-of-office meetings until board work is current. Ms. James asked Ms. Huffman to respond to requests for licensing information that if a board member is available they would be happy to attend.
3. Frequently Asked Questions for website:
  - Suicide Prevention Training-Ms. Huffman would like to submit a statement to the board for review to post to the website regarding the training requirements. Discussion followed. Ms. Huffman will meet with the Continuing Education Committee to discuss requirements.
  - Qualifying Supervision-Ms. Huffman spoke with the board regarding supervision contracts, supervised experience documentation forms and other supervision documents being received by this office and the need for clarification on job descriptions, etc. Discussion followed.

## **COMMITTEE REPORTS**

### **Complaint Committee Review Report-**

#12-18 – CRC recommends submitting an agreed order for signature.

#14-26 - CRC stated no response received from initial complaint filed. CRC recommends initiating a complaint for failure to comply. Mr. Judy, Board Counsel, stated another letter should be sent by staff to licensee stating failure to respond will initiate disciplinary action if response is not received within specific time. Staff to print email and letters for file.

#14-30-CRC recommends opening investigation. Seconded by Ms. Sanders, motion carried.

#14-31- CRC recommends dismissal. Seconded by Mr. Davidson, motion carried.

#14-32 – CRC recommends dismissal. Seconded by Mr. Davidson, motion carried.

#14-33 – CRC recommends dismissal. Seconded by Mr. Davidson, motion carried. The record shows that Ms. Sanders abstained from the vote.

#14-35 – CRC recommends opening investigation with investigator to concentrate on specific areas determined by the committee. Seconded by Ms. Rhoads, motion carried.

### **Application Committee-**

The committee reviewed an out-of-state application for licensure as a Licensed Clinical Social Worker. Dr. Miller had spoken with the applicant and asked for additional information. The additional information was reviewed and the committee recommended approval of licensure application. Staff will notify applicant to complete the process.

### **Supervision Committee-**

- Jenny Mills – the committee met with the licensee and reviewed additional information. Based upon their review, the committee concluded the supervisee was deficient 50 hours pursuant to 201 KAR 23:070. Recommendation from committee: Supervisee must complete an additional 50 hours of Individual Supervision and submit documentation to the board for review starting from the date of the initial application for licensure as a LCSW. Ms. James seconded the committee's recommendation. Discussion followed. Motion carried.
- Jennifer Robinson – the supervisor of record for Ms. Mills met with the committee. Recommendation from committee: Ms. James made a recommendation for an agreed order to be issued stating the supervisor suspend supervision until such time that she has attended a required supervisory training course and submit the documentation to the board for review. Discussion followed. Motion carried.

### **Continuing Education Committee Review Report –**

No report for today's meeting.

## **FINANCIAL STATEMENT**

Information was given to the board regarding the requested Appropriation Increase. Ms. Huffman will meet with GOPM to discuss the appropriation increase. Ms. Huffman will prepare the financial statement in the future. Ms. Huffman stated that Mr. Adcock will review investigative payments in the future. A motion was made by Mr. Davidson to accept the information as presented. Seconded by Ms. Sanders, motion carried.

### **TRAVEL AND PER DIEM**

A motion was made Ms. James to approve payment of travel and per diem expenses for today's eligible members. Seconded by Ms. Sanders, motion carried.

### **OLD BUSINESS**

Ms. James discussed electronic supervision and information on a proposed regulation change. Discussion also followed on the requirements for supervision which does not meet the full requirements of 201 KAR 23:070. Ms. James requested that Ms. Anglin send out the regulation change language to the board members that were previously sent in October or November for review. Discussion followed on tele-therapy; no action taken at this time. The board will review at a future date. Discussion followed on the transitional contract language; no action taken at this time.

### **NEW BUSINESS**

Mr. Adcock suggested that personnel evaluations be done on the Executive Director position. Ms. Huffman suggested she contact the ASWB for information regarding personnel evaluation forms.

### **ADJOURNMENT**

Being no further business to come before the Board, a motion was made by Ms. James to adjourn. Seconded by Dr. Miller, motion carried. The meeting adjourned at 12:35 p.m.

### **NEXT MEETING:**

The next regularly scheduled board meeting will be Tuesday, March 3, 2015 beginning at 11:00 a.m. Committees meet at 10:00 a.m.

Approved:

A handwritten signature in cursive script that reads "William M. Adcock Lcsw".

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William M. Adcock, Chair